

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY
LEAD FORENSIC TREATMENT SPECIALIST

THIS IS A HAZARDOUS DUTY POSITION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees

Salary: \$54,269.00 - \$71,778.00 Annually

Closing Date: February 16, 2016

POSITION #	CLASSIFICATION	PROGRAM/UNIT	SHIFT	WORK SCHEDULE/HOURS
CV24045	Lead Forensic Treatment Specialist	Whiting Service Nursing Office	1st	6:45 a.m. – 3:15 p.m. Week one: Friday on, Sat off, Sun off, Monday on, Tuesday on, Wednesday on, Thursday, on Week two: Friday off, Saturday off, Sunday off, Monday on, Tuesday on, Wednesday on, Thursday on

Duties may include but not limited to: Responsible for processing leave requests, payroll sheets, and data enters this information into the computer in compliance with policy and procedure manual; Supervises staff and daily operations in time and attendance/staffing procedures, as directed by Nursing Management; Communicates in a courteous and professional manner when in contact with the public, staff/peers, supervisors and/or management. Completes tasks utilizing technology available; i.e., facsimile machine, computers, etc.

Eligibility Requirement: This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status or candidates who have applied for and passed the Lead Forensic Treatment Specialist examination, and therefore; on the current certification list promulgated by the Department of Administrative Services for this classification may apply.

General Experience: Two (2) years of experience as a Forensic Treatment Specialist.

Working Conditions: Incumbents in this class may be required to lift and restrain patients, may have significant exposure to communicable and/or infectious diseases and risk of injury from patients and may be exposed to significant mental stress and other extremely disagreeable conditions.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

To be considered for this position:

- DMHAS employees who are lateral transfer candidates (example: Nurse applying to a Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
- DMHAS employees who are promotional/demotional candidates must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
- All other applicants must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

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EMAIL: CVH-RECRUIT@ct.gov ~ FAX: (860) 262-5055
Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-6

